



TOWN OF MANCHESTER



POSITION VACANCY

WATER & SEWER ADMINISTRATOR

\$80,913.00 - \$131,756.00

CLOSING DATE: FRIDAY, FEBRUARY 28, 2014

(Applications must be received in the Human Resources Department by 4:30 p.m.)

SUMMARY OF POSITION: Under general direction of the General Manager, performs responsible management of all aspects of the operations of a municipal water and sewage utility. Plans and directs the operation and maintenance of a system of water supply, treatment and distribution and a system of sanitary sewage collection, treatment and disposal. Manchester residency during tenure is required by Town Charter.

DESIRABLE KNOWLEDGE AND SKILLS: Thorough knowledge of methods, practices, equipment and materials used in water supply and sanitary sewer systems. Knowledge of office management and accounting principles and of the application of computer technology to water and sewer operations. Knowledge of laws and regulations pertaining to the operation of a water and sewer utility. Ability to plan and supervise the work of subordinates in the operation, repair and maintenance of water and sewer utilities. Ability to establish and maintain effective working relations with employees, other officials and the public.

MINIMUM TRAINING AND EXPERIENCE: A Bachelor's degree in Engineering or related field and four years of strong operational, management and administrative experience in a utility system. Possession of a Class IV Water Treatment Plant Operator's, Class III Water Distribution System Operator's and Class IV Wastewater Treatment Plant Operator's license is preferred. Suitable experience may be substituted for educational/licensure attainment if deemed appropriate by the General Manager or his designee. Out of state candidates must pursue CT licensure reciprocity.

EXAMINATION WILL CONSIST OF:

<u>Parts</u>	<u>Weight</u>	<u>Passing Score</u>
Oral Examination	100%	80%

Applications and job description are available in the Human Resources Department, 41 Center, Street, P.O. Box 191, Manchester, CT 06045-0191 or by calling the Recruitment Information Line (860) 647-3170 or visit our website at: <http://hr.manchesterct.gov/>. Applications must be received in the Human Resources Department by 4:30 p.m. on Friday, February 28, 2014 or must be postmarked by Friday, February 28, 2014. The Town reserves the right to limit the number of applications it accepts. **No faxed or e-mailed resumes or applications will be accepted.**

The Town of Manchester shall not discriminate on the basis of race, color, creed, age, sex, national origin, physical disability or sexual orientation. The Human Resources Department provides reasonable accommodation to persons with disabilities in accordance with the Americans with Disabilities Act (ADA). If you need an accommodation in the application or testing process, please contact the Human Resources Department.

RECRUITMENT PROFILE

WATER AND SEWER ADMINISTRATOR

TOWN OF MANCHESTER, CONNECTICUT

The Town of Manchester, Connecticut, population 58,000 is seeking candidates to direct its Water and Sewer Department that includes a Class IV Water Treatment Plant and a Class IV Wastewater Treatment Plant. The **Water and Sewer Administrator** manages an annual operating budget of \$16.2 million and oversees 52 employees. The Department serves 15,000 residential customers in Manchester and adjacent sections of other communities along with 900 commercial and industrial customers. Divisions within the Department include Administration, Customer Service, Water Treatment, Field Maintenance, Wastewater Treatment and the Laboratory.

Manchester is a thriving, culturally diverse, full service small city located in central Connecticut, 10 miles east of Hartford, the state capital. The Town's 27 square miles encompass a variety of historical and new residential neighborhoods, a substantial regional shopping and service center, two interstate highways and a large mixed industrial/commercial economy. Manchester operates under a council/manager form of government. The Water and Sewer Administrator reports directly to the General Manager.

Manchester seeks a manager of people and projects with budget and capital planning experience. A Bachelor's degree in Engineering or related field and four years of strong operational, management and administrative experience in a utility system preferred. Possession of a Class IV Water Treatment Plant Operator's, Class III Water Distribution System Operator's and Class IV Wastewater Treatment Plant Operator's license preferred. Suitable experience may be substituted for educational/licensure attainment if deemed appropriate by the General Manager or his designee. Manchester residency during tenure is required by Town Charter. Salary range is \$80,913 – \$131,756. If you are interested in this excellent career opportunity, please submit your resume to the Town of Manchester, Human Resource Department, 41 Center Street, Manchester, Ct. 06040. For additional information visit our website at <http://hr.manchester.gov/> or call our Recruitment Information Line at 860-647-3170. Resumes must be received or post-marked by Friday, February 28, 2014.

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